

# MINUTES

The monthly business meeting of the Nashua Airport Authority (NAA) was held at Daniel Webster College, 20 University Drive, Eaton Richmond Center, Room 100, on Wednesday, February 25, 2015.

Chairman Stephens called the meeting to order at 6:03pm.

## ROLL CALL

**Present:** Chairman Stephens  
Treasurer Rosenblum  
Secretary Cushing-Adams  
Director Jackson

**Absent:** Vice Chairman Moushegian

## PUBLIC INPUT

None

## MINUTES – January 2015

**MOTION BY** Secretary Cushing-Adams to accept the Nashua Airport Authority's minutes from the meeting of January 20, 2015 minutes as presented.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED.** (15-009)

## AUDITORS REPORT – FY2014

Matthew Murray of Vachon Clukay & Company presented the Nashua Airport Authority's FY2014 Audit. As part of the audit process they examined the Authority's internal controls over both financial reporting and compliance with Federal awards as the Authority was required to have an audit conducted in accordance with OMB Circular A-133 due to the expenditure of more than \$500,000 in federal funds. During the fiscal year ending June 30, 2014 the Authority expended roughly \$1,040,000 in federal funds (on 5 different FAA projects); there were no deficiencies or weaknesses to report as the Authority's records were in great condition. The NAA received an unmodified opinion on the financial statements, no findings or deficiencies identified. There was a decrease in cash and investments from the prior year of roughly \$240,578 which was due to the Authority purchasing a parcel of property for the runway approach. The operating revenues for the current fiscal year increased by \$21,000 which was primarily attributable to increased rental revenue from the Authority's leases (\$5,000), tie down income from airplanes as the Authority increased its monthly/annual rates (\$5,000), and snow removal income (\$4,000). The operating expenses, increased from the prior year by \$511,000 which was attributable to increased depreciation expense from placing capital assets in service during the year, mainly the runway projects, which had a depreciable cost of approximately \$15.6 million. The increase in depreciation expense was roughly \$593,000. This increase was offset by the decrease in salaries, wages, payroll taxes and employee related benefits which decreased by roughly \$64,000. Other operating expenses were consistent with past years.

Mr. Murray complimented Susan Clancy on her knowledge and willingness to update worksheets related to the completed / ongoing projects. Secretary Cushing-Adams commented about the time Susan puts in to the audit versus the time saved by the auditors.

**MOTION BY** Treasurer Rosenblum to accept the audited financial report as submitted for June 30, 2014

**SECONDED BY** Director Jackson

**MOTION CARRIED.** (15-010)

**TREASURERS REPORT - January 2015**

Treasurer Rosenblum commented that for the seventh month period ending January 31<sup>st</sup> we are up in revenue approximately \$5,600 due to snow removal income. On the expense side, we have a positive income for the month. Overall, we budgeted to date for a \$40,000 loss and we have a \$16,000 loss which is \$24,000 better than expected. We try to match our expenses and income on a monthly basis. However, our fuel expense is not reported until a month after our snow removal income is reported.

**MOTION BY** Treasurer Rosenblum to accept the January 31, 2015 financial reports as presented pending annual audit.

**SECONDED BY** Secretary Cushing-Adams

**MOTION CARRIED.** (15-011)

**COMMUNICATIONS**

NAA-15-001	City of Nashua / ZBA Request Granted	FILED
NAA-15-002	NH Food Bank / Thank You Letter	FILED
NAA-15-003	Demarais, Ewing & Johnston / Sweeney Case	FILED

**REPORTS**

***Tower Report***

Manager Bourque reported that for the month of January 2015 we are down 430 operations from January 2014 which is about -14%; most likely due to the amount of snow received. Our jet operations remain average.

***Airport Manager***

- Wildlife activity on the airport has been light with no reported strikes.
- Initial planning is ongoing for the 2015 Aviation Safety Expo which was very well attended last year. The event will be held at Daniel Webster College on March 28 from 8:00 am to 5:00 pm.
- On January 23, a Cessna's port side wing made contact with a parked utility vehicle causing damage to the aircraft and vehicle. There were no injuries.
- The airport is in a continual state of digging out from a series of snow storms.
- The taxiway lighting system is INOP. The problem appears to be underground. Chairman Stephens discussed with Nik Ippolito of Gale Associates as to why we have the lighting system on one circuit. Nik explained the FAA would not fund it otherwise.

### ***Airport Engineer***

Nik Ippolito of Gale Associates updated the Board concerning the ongoing projects at Nashua Airport.

1. Avigation Easement Acquisition NHDOT #SBG-12-04-2009
    - Complete / Waiting for state approval to close out project. No change since June 2012.
  2. Runway 14-32 Obstruction Removal and Approach Survey NHDOT #SBG-12-06-2010
    - Complete / Waiting for state approval to close out project. NHDOT forwarded the grant amendment to the Nashua Airport for signature and insurance certificates.
  3. Wildlife Hazard Assessment, State Historic Preservation Office (SHPO) Area Form and SWPP Update NHDOT # 12-10-2013
    - Draft of the final report has been submitted to Nashua Airport and Gale for review and comments have been provided.
    - Once report is accepted by the FAA and NHDOT, the project will be closed out. Close out of this project is scheduled for March of 2015.
  4. Install Perimeter Fence and Gates NHDOT #SBG-12-12-2013 & 12-14-2014
    - On January 25<sup>th</sup> the contractor requested a temporary work stoppage due to the amount of snow. The contract has stopped on day 90 of 90 and will start back up in early spring. The board agreed to grant the temporary work stoppage without penalty.
    - Grant Reimbursement requests are in the process of being completed.
- 5/6. Property Acquisition 31 Charron Avenue, NHDOT #SBG-12-13-2014; and Property Acquisition 79 Pine Hill Road, NHDOT # SBG-12-15-2015
- Property acquisition and relocation of homeowners complete.
  - Plans and specs for demolition are currently being prepared, with a scheduled advertisement in March 2015.

Nashua's 2015-2017 DBE Plan has been submitted and is currently being reviewed by the FAA and will be providing comments in the near future.

### **COMMITTEES**

#### ***Canon Committee***

Secretary Cushing-Adams relayed some items from the minutes prepared by Keith Webb of the Nashua Pilot Shop. The committee is hung up on a couple of insurance items and is currently gathering insurance information to share with committee members. The next meeting is on March 2 in the

Aviation Center, Room 134 at 5:30pm. The agenda is on the website. Chairman Stephens expressed his concern on how the Standards and Procedures process will be presented to the board for approval.

### ***Marketing Committee***

Director Gordon Jackson commented that the February 11<sup>th</sup> meeting was cancelled due to scheduling conflicts with other committees. The next meeting is scheduled for March 5<sup>th</sup>. He is looking to mail out a survey for all pilot / owners here at the airport to assist the board in marketing our airport in the proper directions. He is hoping to have discussion on restrictions that have an effect on the things we could do.

### **OLD BUSINESS**

#### ***Underground Fuel Farm***

Chairman Stephens commented we are in the same position. We are working the NJA/Macair to come up with a solution to keep them in the fuel business.

#### ***Sweeney vs. NAA et al.***

Secretary Moushegian isn't present today. Manager Bourque commented a brief meeting with counsel was held and there is discussion about a quick resolution. The cost of the NAA's defense has been picked up by Acadia Insurance who represents the subcontractor.

#### ***CIC & CIP Review and January Budget Committee***

CIC and CIP are in process. Chairman Stephens discussed our upcoming meeting with the Mayor in March. He presented our income and expense distribution to the board members and attendees. Most of our income is from our land lease with tie-down income following. More than half of our expenses are due to wages and benefits. He also discussed our many projects that have been primarily funded by the FAA over the past 40+ years. The Authority will be asking the city for funding assistance.

### **OTHER**

Affirm administrative practice on votes for AIP.

**MOTION BY** Treasurer Rosenblum to authorize the chairman to sign contracts and grants on behalf of the airport authority effective today for Airport Improvement Program projects.

Secretary Cushing-Adams discussed what authority the chairman would have to sign contracts; and could this be done without consulting the board members.

**SECONDED BY** Secretary Cushing-Adams

**MOTIONED CARRIED.** (15-012)

## **PUBLIC INPUT**

Wes Liu commented on the land extending to Airport Road and whether it was developable.

Wes Liu extended a thank you to the maintenance department for a job well done on all the snowplowing and removal.

Andy Neyens requested the amount of money that has been paid on our current \$200,000 line of credit. Treasurer Rosenblum commented our balance on the line of credit is \$80,000. We have two CD's totaling approximately \$120,000 as of January 31<sup>st</sup>.

David Wilkie questioned what kind of research has been done on the product previously discussed for resealing and grooving the runway. He wondered about the cost and if it would be more beneficial to repair other deteriorating areas on the airport. Chairman Stephens has not received any information on this as of today and is relying on the Airport Engineer to research. The FAA is in support of this product. Manager Bourque discussed the grooving and it is a positive of the corporate operators. The resealing resets the clock of the pavement to another 20 years.

## **DIRECTOR COMMENTS**

Secretary Cushing-Adams

- Extended a thank you to the snow plowing group and is appreciative for all the hours they have put it. She also mentioned the airport users should communicate concerns directly to snowplow personal.
- Recently met with President Diffily at Daniel Webster College to discuss the future of the college and how we can work together. Secretary Cushing-Adams was informed that he will be stepping down, however will be taking a different position in the college. President Diffily does not foresee Daniel Webster will start up a flight training business.
- Currently talking with a wildlife company who is at the airport a lot and is experienced with wildlife deterrents and would like to be based on the airport.
- This Thursday at the Nashua Public Library at 7pm in the theater, Dick Zoerb, who builds models will be giving a seminar for anyone who would like to attend.
- Audio on website – please place on the agenda for next meeting.
- Mentioned the logo from David Heath and would like to keep that process moving along.
- Chamber of Commerce publishes an annual magazine that covers the City of Nashua. The Nashua Airport is not included in it and we should look into this.

Treasurer Rosenblum

- Complimented Susan Clancy on an outstanding job taking care of the books this past year and appreciates the work she does.

Director Jackson

- Extended a thanks to all the maintenance department for keeping the airport operating.
- Regarding the marketing committee. To be successful, you need to surround yourself with successful people. Please come out and join the marketing committee.

Dennis Stephens

- Discussed the Chamber of Commerce. The City of Nashua needs to know we are here. Secretary Cushing-Adams has agreed to reach out to the Chamber of Commerce and become more involved.
- Most land leases are dated prior to 1987. We need to address the terms going forward. This topic will be placed on the agenda for next month.

**MOTION BY** Secretary Cushing-Adams to move to non-public session to discuss personnel issues.

**SECONDED BY** Treasurer Rosenblum

**MOTION CARRIED.** 8:15pm (15-013)

Non-public session commenced at 8:20pm

**ROLL CALL**

**Present:** Chairman Stephens  
Treasurer Rosenblum  
Secretary Cushing-Adams  
Director Jackson

**Absent:** Vice Chairman Moushegian

Employees Ronald Willey, Daniel Moreau, and Susan Clancy were present until 8:37pm.

**MOTION BY** Secretary Cushing-Adams to adjourn the non-public session and move to the public session.

**SECONDED BY** Director Jackson

**MOTION CARRIED.** 8:55pm (15-014)

Rejoined public session at 8:56pm

**ROLL CALL**

**Present:** Chairman Stephens  
Treasurer Rosenblum  
Secretary Cushing-Adams  
Director Jackson

**Absent:** Vice Chairman Moushegian

**MOTION BY** Secretary Cushing-Adams to seal the non-public minutes.

**SECONDED BY** Director Jackson

**MOTION CARRIED.** 8:57pm (15-015)

**ADJOURNMENT**

**MOTION BY** Treasurer Rosenblum to adjourn the public meeting

**SECONDED BY** Chairman Stephens

**MOTION CARRIED** pm (15-016)

Respectfully submitted,

Sandra Cushing-Adams, Secretary

SEE ATTACHMENT FOR ATTENDEES LIST